

# Do's & Don'ts for Team Members for Awesome 1 on 1s

Keep these tips in mind to make the most of your 1 on 1s, and you'll enjoy work more and have a better relationship with your manager. [Learn more here](#)

## DO's:



### Bring things to discuss

This is your meeting, and a private time with your manager's undivided attention. Bring up what's important to you.



### Update them regularly

If your manager knows the status of your work, they won't need to talk about it in your 1 on 1.



### Keep your commitments

When you act on what you discuss with your manager, it encourages them to keep having 1 on 1s and helping you.



### Ask for feedback

If you want your manager to look at something or find out how they think you're doing, ask them!



### Be patient

It can take time to build a healthy relationship with your manager. If they gave you this document, they care.

## DON'Ts:



### Expect a mind reader

Your manager has a lot they're juggling. Help them help you by telling them what you need or that's bothering you.



### Let them cancel often

If they ask you to cancel, be brave and ask if you can reschedule instead.



### Drop zingers at the end

If you have something important, try to bring it up earlier in the meeting so you have plenty of time to discuss it.



### Ignore your manager's agenda

If they **added a topic to discuss**, be ready to discuss it so it's a better conversation for both of you.



### Be difficult

One word answers, no preparation, avoiding eye contact, showing up late, will discourage your manager from continuing your 1 on 1s.

## Want better 1 on 1s with your manager?

Tell them to sign up for Lighthouse and we'll help them follow these do's and don'ts with you. They can sign up at [GetLighthouse.com/registrations](https://getlighthouse.com/registrations)